staples PROFESSIONAL

Custom Stamp Order Form

Please copy this form for future use



Cost Centre # _____

Order Date: ____/____/____ (D D / M M / Y Y)

Attention: _____

Customer Account #: _____

Customer P.O. #: _____

Company Name: _____

Contact Name: _____

Address: _____

Phone Number: (____) ____-____

Fax Number: (____) ____-____

Process as ORDER* ☐ **Process as QUOTE ONLY** ☐

1 STAMP

- ◉ **1S -** 3/16" x 1 1/16"
- ○ **3S -** 1 7/16" x 9/16"
- ○ **5S -** 1 7/8" x 3/4"
- ○ **7S -** 2 1/4" x 7/8"
- ○ **9S -** 1 7/16" x 2 13/16"
- ○ **10S -** 3/8"
- ○ **11S -** 5/8"
- ○ **12S -** 1 1/8"
- ○ **13S -** 1 9/16"
- ○ **14S -** 2 5/8" x 3/8"
- ○ **15S -** 1" x 2-5/8"

QUANTITY ____

If not marked, ONE will be made.

2 INK PAD COLOUR

☐ Black ☐ Blue

☐ Red ☐ Green

If not marked, BLACK will be sent.

3 TYPE STYLE

☐ Helvetica ☐ **Bold** ☐ *Italic*

☐ Times Roman ☐ **Bold** ☐ *Italic*

☐ *Zapf Chancery (u/l case only)*

☐ Alternate Gothic (Bold only)

4 IMPRINT

☐ Best Fit

☐ Flush Left

☐ Flush Right

☐ Centre

5 BODY STYLE

☐ All upper case

☐ 1st line only upper case

☐ All upper & lower case

☐ Exactly as shown

☐ As sample copy

6 ADD BORDER

☐ Yes ☐ No

7 LOGO

☐ Yes ☐ No

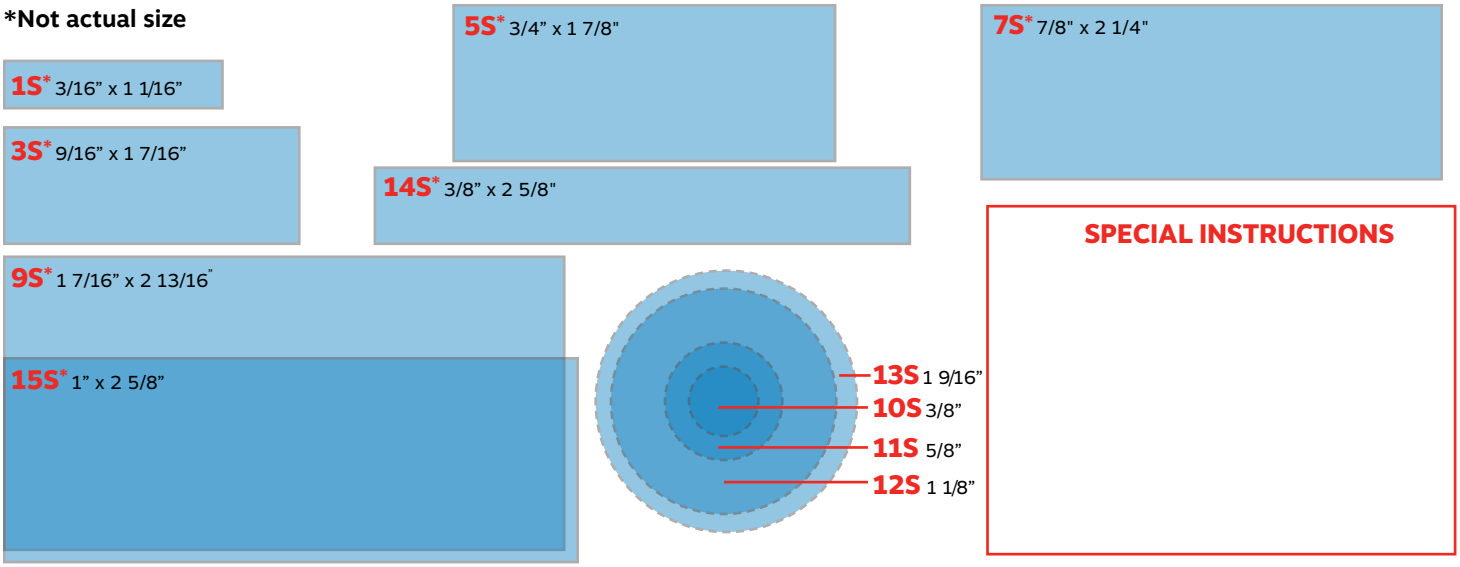
All artwork must be black and white not colour.
Photocopies or faxes will not be accepted!

Logo artwork requirements:

☐ 300dpi Artwork printout - **No greys or colours**

☐ Electronic files in vector format or 300dpi - **(.CDR, .TIF, .AI, .EPS, .JPG)**

***Not actual size**



SPECIAL INSTRUCTIONS

COPY: Please print clearly - Sketch required for seals and round stamps.

Don't see it here? A wide variety of stamps, sizes & shapes are available. Please call customer service for more information.

Online custom stamp ordering visit **eway.ca** | **Fax 1 877 272-2127**